

King County Termination Notice

If your personnel unit does not have its own form for providing written notice, use this termination notice when you leave employment.

- Submit this form to your supervisor and have your supervisor complete and sign the supervisor section.
- Provide a copy of the supervisor-signed form to your payroll clerk/personnel representative to ensure correct payroll system data entry and delivery of your final paycheck and W-2 form.
- Mail or fax a copy of the supervisor-signed form to Benefits & Well-Being (phone 206.684.1556) to ensure COBRA/retiree benefits notification. Mail to Yesler Building YES-HR-0500, 400 Yesler Way, Seattle WA 98104-2683. Fax to 206.684.1925.

■ Employee

Last Name _____ First _____ MI _____

Soc Sec No or Payroll ID _____ Paid ☐ 5th and 20th each month
☐ Every other Thursday

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree benefits information:

Street _____ Apt No. _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead _____

Home Phone (_____) _____ Other Phone (_____) _____

Department _____ Division _____

Work Phone (_____) _____ Mail Stop _____

Your Last Day on Paid Status (this is your employment termination date) _____

I have formally applied for retirement ☐ Yes ☐ No Last Day at Work Location _____

The information I have provided is correct and complete. I understand I must return all county-owned property (bus pass/photo ID/key-card, keys, cell phones, special equipment, etc.) in my possession by my last day at work.

Employee Signature _____ Date _____

■ Supervisor

Reason Employee Leaving _____

Position Type ☐ Career Service ☐ Term-Limited ☐ Temporary
☐ Appointed ☐ Provisional ☐ Other _____

Last Name _____ First _____ MI _____

Work Phone (_____) _____ Mail Stop _____

I confirm the dates the employee has provided for the employment termination date, last day on paid status and last day at work location and all information I have provided are correct.

Supervisor Signature _____ Date _____